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ABSTRACT

Developed by a Baylor University (Texas) Task Force, the revised policies of bibliographic standards for the university libraries provide formats for: (1) archives and manuscript control; (2) audiovisual media; (3) books; (4) machine-readable data files; (5) maps; (6) music scores; (7) serials; and (8) sound recordings. The task force assumptions in creating these formats and recommendations for future cataloging development for the university are also provided, as well as nine appendices: (1) an explanation of the Baylor University shelflist/inventory data field; (2) OCLC holding symbols; (3) location designation for OCLC profiling; (4) Moody Memorial Library Catalog Department Cataloging and Input Standards 1985; (5) Cuttering procedures; (6) the Thesis and Dissertation Classification Scheme, including an example; (7) the Music Library Classification Schemes; (8) a Russian Transliteration Table; and (9) definitions. (RP)

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COMMON BIBLIOGRAPHIC STANDARDS
FOR BAYLOR UNIVERSITY LIBRARIES

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GENERAL

CHARGE TO THE TASK FORCE

The Task Force was created in summer, 1985, by Dr. Jonathan Lindsey, Coordinator of Library Affairs. The members of the Task Force were asked to make recommendations which would lead to policy concerning:

1. bibliographic standards for an online environment for Baylor University's libraries
2. levels of cataloging (three were prescribed: minimal, medium, maximum)
3. inclusion of all OCLC formats
4. location symbols for OCLC profiling of all Baylor University libraries
5. other common bibliographic standards and questions

Members of the Task Force included: Sharon Scott, Susan Harvey, Billie Peterson, and Avery Sharp.

Members of the Task Force for the 1986 revision included: Sharon Scott, Kathy Sparkman, Avery Sharp, and Susan Kendrick.

ASSUMPTIONS

1. That it is understood that a minimal level record is not an adequate substitute for a full-level record. It is, rather, an expedient means which allows an inventory approach to searching in an online catalog. A full-level record will provide more complete description and identification of a title, provide more access points to a title, and more fully enable the online catalog to provide for scholarly and research needs.
2. That minimal level cataloging entries will be permanent catalog records. Library staffing/workload levels will preclude upgrade of minimal level records for all but the most exceptional cases.
3. That the bibliographic procedures/standards described in this document may require re-evaluation depending upon the integrated online system chosen for Baylor University libraries.
4. That OCLC will continue to be used for ILL and cataloging purposes. Therefore, this document is based upon OCLC standards and formats.
5. That whichever integrated online system is chosen for Baylor University libraries will contain bibliographic records which conform to MARC II and OCLCMARC standards for data. Therefore, the bibliographic standards described in this document are also based on MARC II and OCLCMARC.
6. That authority files (name, subject, uniform title, series) will be an integral part of an online system, although policies/procedures for their creation and maintenance may depend upon the system chosen. They are therefore not described in this document.
7. That holdings records will be an integral part of the online system.
8. That persons/institutions applying these standards are conversant with cataloging and classification theories and practices, with bibliographic utilities, and with MARC formats.

RECOMMENDATIONS

1. The Task Force wishes to strongly recommend that all cataloging and input of materials for Baylor University Libraries be performed in a centralized manner. Decentralization of these functions would be wasteful of time, effort (continual training of new personnel), resources (widespread duplication of essential bibliographic tools), and equipment (labeling machinery, terminals, etc.). We realize that centralization of these functions would require additional staff, space and equipment be added to the Catalog Dept. of Moody Library, but feel this is the only logical, effective, and efficient approach.
2. The bibliographic standards described in this document should be formally adopted by every library/collection performing cataloging functions.
3. When a local online library system is in place, there may be need for a decision as to whether items requiring input should be input into OCLC only, the local system only, or both.
4. Authorization levels should be established which would determine who may input records at what level of cataloging. Personnel designated for bibliographic input into any common bibliographic utility for Baylor University Libraries should have the following proven technical skills and knowledge:
 - a. LEVEL 1: Ability to identify those fields specified for minimum level cataloging according to these bibliographic standards and to transfer them accurately into the bibliographic data base. Knowledge/understanding level will be determined by someone with at least LEVEL 2 authorization, who has reviewed an individual's work in a SAVE file. When proficiency has been determined, the individual may be granted full input authorization at LEVEL 1.
 - b. LEVEL 2: Experience on at least a paraprofessional level in a library cataloging department and/or proven knowledge and thorough understanding of each field specified by the level of cataloging. Knowledge/understanding level will be determined by a professional cataloger who has reviewed an individual's work in a SAVE file. When proficiency has been determined the individual may be granted full input authorization at LEVEL 2.
 - c. LEVEL 3: Experienced professional cataloger with thorough knowledge of the appropriate MARC and OCLC formats and a proven ability to apply those formats successfully in accordance with national and local standards. Knowledge/understanding level will be determined by the Head Catalog Librarian or other Catalog Librarian as designated by the Head.
5. Collections of photographs, specimens, pamphlets, ephemera, and vertical file materials should not be cataloged as separate bibliographic entities; these could be better handled with a subject prompt in the online public access catalog. Example: a patron searching in the subject file of the online catalog for materials on Baptists could retrieve records for the cataloged materials and a prompt such as "FOR MORE INFORMATION SEARCH THE TEXAS COLLECTIONS'S SUBJECT FILES."

6. The following guidelines should be used as a means for determining the level of cataloging required for a particular item:

a. LEVEL 1 (MINIMAL LEVEL CATALOGING):

1. technical manuals and/or tools purchased for and used mainly by library staff (examples: thesauri used by the Ref. Dept. for online database searching; OCLC formats used by the Catalog Dept.)
2. rush cataloging in any format when there is no record in OCLC
3. materials in difficult foreign languages, in any format, when there is no OCLC record and no one on staff has expertise in that language
4. difficult-to-catalog materials in any format when there is no OCLC record
5. materials produced in-house, in any format, which are mainly for staff use (examples: bibliographic instruction materials; staff training manuals; policy and procedure manuals within departments)
6. reprints of journal articles, when any library/collection in the Baylor University Libraries holds that journal title
7. photocopies of non-Baylor theses and dissertations

b. LEVEL 2 (MEDIUM LEVEL CATALOGING):

- | | |
|---|---------|
| 1. most monographs and cataloged serials | unless |
| 2. periodicals (should be cataloged but not classified) | 6.a. |
| 3. most music scores and musical sound recordings | applies |

c. LEVEL 3 (MAXIMUM LEVEL CATALOGING):

1. materials considered rare or very valuable
2. some special collections materials (especially those considered rare or very valuable)

7. Most music scores and musical sound recordings should receive LEVEL 2 cataloging, for several reasons: a) the large number of generic titles in the field (example: "Symphony"); and b) the inherent difficulty of searching and/or identifying such titles as unique bibliographic entities. The preference is for LEVEL 2, but LEVEL 1 cataloging may be necessary in some cases.
8. Standards for minimal level cataloging (LEVEL 1) should be applied only to those materials which require original cataloging and input. The local database and OCLC should be searched before an item receives original cataloging and input into OCLC. An existing OCLC record should never be downgraded or edited to fit the minimal level standards.
9. All cataloging and input should conform to national and local standards:
 - a. names (personal, corporate, conference, geographic, and names used as subjects, etc.) must be in AACR2 or compatible form
 - b. uniform titles must be in AACR2 or compatible form
 - c. AACR2 rules for descriptive cataloging should be followed in all cataloging, including the input of original and LC copy, except for LC retrospective copy. In the case of LC retrospective copy, descriptive cataloging may be input as is, but names and subject headings must be upgraded to AACR2 or compatible form.

- d. LC subject headings are used in subject cataloging (exceptions: Armstrong Browning uses a modified Sears system; the Nursing Library uses MeSH)
 - e. LC classification should be used in all collections except those which are already established with another system:
 - 1. Armstrong Browning--modified Dewey
 - 2. Nursing--NLM
 - 3. Zeta--Dewey
 - 4. Government documents--SuDOCS classification
 - 5. Locally-designed systems based on LC are used in Moody, Texas, and Church-State for Baylor theses, seminar papers, and dissertations
 - 6. Locally-designed systems are used for microforms and the Omega Collection
 - 7. Texas--also uses Texas State Documents classification
 - f. LC classification requires the use of the LC Author Number Table (in place of a Cutter table); Dewey requires the use of the Cutter-Sanborn Three-Figure Author Table; Nursing uses the Cutter-Sanborn table also, but cutters from the title (as per NLM). Nursing uses a consecutive numbering system for classification of audiovisual materials.
 - g. coding/tagging for input into OCLC must conform to OCLC/MARC and local standards, although some modification may be necessary when an online system is chosen for Baylor University Libraries
 - h. input into OCLC requires the use of the OCLC/ALA character set for diacritical marks; our recommendation is that entries into the local online system only (which should at least be based on MARC) should also conform to the OCLC/ALA standard.
- 10. Periodicals housed in the various collections of the Baylor University Libraries should be cataloged for use in the online public access catalog, along with the holdings of those periodicals, but should remain unclassified.
 - 11. Because of frequent changes, updates, and revisions to the OCLC and MARC formats, frequent changes, updates, and revisions of these bibliographic standards will be necessary. A committee will review the standards annually in November-December and revise as necessary.
 - 12. The ultimate choice of an integrated online system may in part dictate the kind of bibliographic record required for that database. It may be evident when a system is chosen that all or part of the fixed field coding may not be necessary. Our concern is that retrieval of data may be affected negatively if all of the coding/tagging/ALA character set requirements are not used consistently. We recommend that this document be reviewed thoroughly and revised as necessary when an online system is purchased.

FORMATS

ARCHIVES AND MANUSCRIPT CONTROL FORMAT

This format generally encompasses records for single manuscripts and for archival/manuscript collections. Use the following guidelines to choose the appropriate format for specific situations:

For archival/manuscript collections:

1. If the intent is to use the archival control fields, use the AMC format.
2. If the collection consists entirely of materials in a specific format, and code "c" (collections) is valid for fixed field element "Bib lvl" in that format, and the institution does not intend to use the archival control fields, use the appropriate non-AMC format. (Bib lvl "c" is currently valid in all formats except SERIALS.)
3. If the collection consists of materials which, if cataloged separately, would require the use of more than one format, use the AMC format, even if there is no intent to use the archival control fields.
4. If the collection consists of language materials, but does not fit the circumstances in items (1) through (3), prefer the AMC format even if there is no intent to use the archival control fields. Alternatively, the BOOKS format may be used for cataloging such a collection.

For individual, non-serial items, which may form part of a collection but which are cataloged individually:

1. If the intent is to use the archival control fields, use the AMC format.
2. If there is no intent to use the archival control fields, use the specific format appropriate for the type of material of the individual item.
3. If the item is a language material item, but is handwritten or otherwise a manuscript item, prefer the AMC format even if there is no intent to use the archival control fields. Alternatively, the BOOKS format may be used for cataloging such an item.

Booklike [i.e., paper] theses and dissertations are cataloged on the BOOKS format, even though they are "unpublished" materials. Do not catalog using the AMC format.

For serials which may form part of a collection, but which are cataloged separately, prefer the SERIALS format. If archival control fields are needed, the AMC format may be used instead.

For reproductions or copies of manuscripts, whether microform or photocopy, use the specific format which would be used for the original item. For example, a reproduction of a thesis should be input in the BOOKS format; of a music manuscript, in the SCORES format; of a manuscript map, in the MAPS format; of other manuscripts, in the ARCHIVES AND MANUSCRIPT CONTROL format.

For an original microform publication, of archival/manuscript material which has been prepared or assembled specifically for that purpose, use the AMC format. See the AMC format document for details.

OCLC Archives and Manuscript Control Format, 2d ed., INTRO:1

Archives and Manuscript Control Format--Level 1 (Minimal Level)

Fixed fields:

Bib lvl	M	Bibliographic level
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (Level of cataloging)
Lang	M	Language code
Source	M	Source of cataloging

Variable fields:

001	SS	Control number
010	R	LC card number
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of responsibility.
260	R	Publisher, date of publication.
300	M	Extent of item ; dimensions.
5xx	R	Notes. (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Archives and Manuscript Control Format--Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
010	R	LC card number
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author or uniform title.
240	R	Uniform title.
245	M	Title proper [GMD], inclusive dates, bulk dates : remainder of title / statement of responsibility.
260	R	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details, materials specified + accompanying material(s) ; dimensions.
351	R	Organization and arrangement.
533	R	Photoreproduction note.
5xx	R	Notes.
599	M	Shelflist/inventory information.
600-651	R	Subject heading.
7xx	R	Name/title/name-title added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Archives and Manuscript Control Format--Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: All applicable elements listed in Level 2, plus any additional data deemed necessary or where information is readily available and/or critical to identification or searching. Follow AACR2 and guidelines in Steven L. Henson's Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries (Library of Congress, 1983).

Audiovisual Media Format

The OCLC format for audiovisual media is based on the LC MARC format for films, with certain modifications for special application in the OCLC system. The format is used for the following types of materials:

1. motion pictures and videorecordings
2. graphic materials (filmstrips, slides, transparencies, charts, etc.)
3. three-dimensional artifacts and realia, such as models, dioramas, games, etc.
4. kits, or packages of more than one medium designed for use as a unit, no one of which is identifiable as predominant

Serial audiovisual media should be cataloged on the serials workform.

OCLC Audiovisual Media Format, 2d ed., INTRO:1

Audiovisual Media Format--Level 1 (Minimal Level Cataloging)

Fixed fields:

Bib lvl	M	Bibliographic level
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Govt pub	M	Government publication code
InLC	M	In LC collections
Lang	M	Language of text
Source	M	Cataloging source
Type	M	Type of record
Type mat	M	Type of material

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of responsibility.
250	R	Edition statement.
260	R	Publisher, date of publication.
300	M	Extent of item ; dimensions.
490 0þ	R	Series title ; numbering.
5xx	R	Notes. (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Audiovisual Media Format--Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
010	R	LC card number
007	R	Physical description fixed fields
020	R	ISBN
040	M	Cataloging/input source
041	R	Languages of text
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author (personal, corporate, conference, uniform title)
240	R	Uniform title.
245	M	Title proper [GMD] = parallel title : other title information / statement of responsibility.
250	R	Edition statement / statement of responsibility.
260	R	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
440/490	R	Series title / statement of responsibility ; numbering.
5xx	R	Notes.
599	M	Shelflist/inventory information.
6xx	R	Subject added entry.
7xx	R	Name/title/name-title added entry.
8xx	R	Series added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Audiovisual Media Format--Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: Include all applicable elements listed in Level 2, plus any additional elements deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description).

Books Format

The Books format is used for the following types of materials:

1. separately published monographic printed items (including books, pamphlets, textual sheets and broadsides, etc.)
2. published atlases
3. theses and dissertations
4. original monographic microform publications
5. individual technical reports
6. monographic component parts (component part=a bibliographic unit that is physically contained in another bibliographic unit or host item, so that the host item must be identified in order to locate the component part--for example, one chapter in a book; one article in a serial)

OCLC Books Format, 3rd ed., INTRO:1

Books Format--Level 1 (Minimal Level Cataloging)

Fixed fields:

Bib lvl	M	Bibliographic level
Conf pub	M	Conference publication
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Festschr	M	Festschrift
Govt pub	M	Government publication code
Lang	M	Language of text
Source	M	Source of cataloging

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of responsibility.
250	R	Edition statement.
260	M	Publisher, date of publication.
300	M	Extent of item ; dimensions.
490 0%	R	Series statement ; numbering.
5xx	R	Notes. (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Books Format--Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
040	M	Cataloging/input source
041	R	Languages of text
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author (personal, corporate, conference, uniform title).
240	R	Uniform title.
245	M	Title proper [GMD] = parallel title : other title information / statement of responsibility.
250	R	Edition statement / statement of responsibility.
260	M	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
440/490	R	Series title / statement of responsibility ; numbering.
5xx	R	Notes.
599	M	Shelflist/inventory information.
6xx	R	Subject heading.
7xx	R	Name/title/name-title added entry.
8xx	R	Series added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Books Format--Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: Include all applicable elements listed in Level 2, plus any additional elements deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description, etc.). Follow AACR2 and guidelines in Bibliographic Description of Rare Books, 1981, published by the Office for Descriptive Cataloging Policy, LC, for cataloging of rare materials.

Machine-Readable Data Files Format

The machine-readable data files format is used for cataloging the following types of items:

1. data files, which may be numeric files, representational files, or text files, stored on data carriers such as magnetic tape, punched cards, or disks
2. computer program files (including microcomputer software and video-game software)
3. theses and dissertations in the form of machine-readable data files
4. component parts in the form of machine-readable data files

Use the audiovisual media format for devices such as calculators, electronic toys, etc., which are manufactured and sold as self-contained units that include a program recorded on a chip which is an integral part of the device.

For machine-readable data files which are also serials, use the serials format.

OCLC Machine-Readable Data Files Format, 2d ed., INTRO:1

Machine-Readable Data Files Format--Level 1 (Minimal Level Cataloging)

Fixed fields:

Bib lvl	M	Bibliographic level
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Frequ	M	Frequency
Govt pub	M	Government publication code
Lang	M	Language
Regulr	M	Regularity
Source	M	Source of cataloging
Pub st	M	Publication status (serial MRDF only)

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
040	M	Cataloging/input source
049	M	Holding library code & input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of resp.
250	R	Edition statement.
260	R	Publisher, date of publication.
300	M	Extent of item : other phys. details ; dimensions.
490 0%	R	Series statement ; numbering.
5xx	R	Notes. (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Machine-Readable Data Files Format--Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
040	M	Cataloging/input source
041	R	Languages of text
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author (personal, corporate, conference, uniform title)
240	R	Uniform title.
245	M	Title proper [GMD] = parallel title : other title information / statement of responsibility.
250	R	Edition statement / statement of responsibility.
260	R	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
440/490	R	Series title / statement of responsibility ; numbering.
5xx	R	Notes.
538	R	Technical details note.
599	M	Shelflist/inventory information.
6xx	R	Subject heading.
7xx	R	Name/title/name-title added entry.
8xx	R	Serialized added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Machine-Readable Data Files Format--Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: Include all applicable elements listed in Level 2, plus any additional data deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description)

Maps Format

The maps format should be used for the following types of items:

1. published maps
2. manuscripts of maps
3. aeronautical, navigational, and celestial charts
4. globes
5. map theses
6. microform publications of maps

Atlases should be cataloged on the Books format. Serial maps should be input on the Serials format.

OCLC Maps Format, 2d ed., INTRO:1

Maps Format--Level 1 (Minimal Level Cataloging)

Fixed fields:

Bib lvl	M	Bibliographic level
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Form	M	Special format characteristics
Govt pub	M	Government publication code
Lang	M	Language of text
RecG	M	Record group
Relief	M	Relief codes
Source	M	Source of cataloging
Type	M	Type of record

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
034	R	Coded mathematical data
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of responsibility.
250	R	Edition statement.
255	R	Statement of scale.
260	R	Publisher, date.
300	M	Extent of item ; dimensions.
490 0#	R	Series title ; numbering.
5xx	R	Notes (only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Maps Format—Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
007	R	Physical description (for microforms only)
010	R	LC card number
020	R	ISBN
034	R	Coded mathematical data
040	M	Cataloging/input source
041	R	Languages of text
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author
240	R	Uniform title.
245	M	Title proper [GMD] = parallel title : other title information / statement of responsibility.
250	R	Edition statement / statement of responsibility.
255	M	Scale.
260	R	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
315	R	Frequency. (For serial maps only)
362	R	Numeric/alphabetic/chronological/other designation. (For serial maps only)
440/490	R	Series title / statement of responsibility ; numbering.
5xx	R	Notes.
599	M	Shelflist/inventory information.
6xx	R	Subject heading.
7xx	R	Name/title/name-title added entry.
8xx	R	Series added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

MAPS FORMAT--LEVEL 3 (MAXIMUM LEVEL CATALOGING)

Fixed fields:

All

Variable fields:

Include all applicable elements listed in Level 2, plus any additional data deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description).

Scores Format

The scores format is used for the following types of materials:

1. publications of music (print form), including music scores, music broadsides, etc.
2. manuscripts of music and published facsimiles of music manuscripts
3. songbooks with words only (classed in LC's "M" schedule)
4. books of musical studies and exercises
5. score theses
6. microform publications of music

Music serials should be cataloged on the serials workform.

OCLC Scores Format, INTRO:1

Scores Format--Level 1 (Minimal Level Cataloging)

Fixed fields:

Bib lvl	M	Bibliographic level
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Lang	M	Language of text
Source	M	Cataloging source
Type	M	Type of record

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
028	R	Publisher's number
040	M	Cataloging/input source
050-099	R	Call number/shelf location
049	M	Holding library code and input stamps
245	M	Title proper [GMD] / statement of responsibility.
250	R	Edition statement.
260	R	Publisher, date of publication.
300	M	Extent of item ; dimensions.
490 0#	R	Series title ; numbering.
5xx	R	Notes. (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Scores Format--Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
007	R	Physical description (microforms)
010	R	LC card number
020	R	ISBN
028	R	Publisher's number
040	M	Cataloging/input source
041	R	Languages of text
047	R	Form of composition
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author (personal, corporate, conference, uniform title)
240	R	Uniform title.
245	M	Title proper [GMD] = parallel title : other title information / statement of responsibility.
250	R	Edition statement / statement of responsibility.
254	R	Musical presentation area.
260	R	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
440/490	R	Series title / statement of responsibility ; numbering.
5xx	R	Notes.
599	M	Shelflist/inventory information.
6xx	R	Subject heading.
7xx	R	Name/title/name-title added entry.
8xx	R	Series added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Scores Format--Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: Include all applicable elements listed in Level 2, plus any additional elements deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description).

Serials Format

The serials format is used for:

1. textual serial publications, either printed or microform
2. reproductions of serial publications

One issue or edition of a serial may be cataloged as a monograph. For example, the 1978 edition of the American Library Directory may be cataloged as a monograph, using the books format, with the physical description, etc., for that edition alone. Such a record is not a duplicate of a serial record describing the entire publication. For a given serial publication, the online catalog may contain multiple monograph records (for individual issues or editions) and one serial record (for the entire publication).

OCLC Serials Format, 3rd ed., INTRO:1

Serials Format--Level 1 (Minimal Level Cataloging)

Fixed Fields:

Bib lvl	M	Bibliographic level
Conf pub	M	Conference publication
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Frequen	M	Frequency
Govt pub	M	Government publication code
Lang	M	Language of text
Pub st	M	Publication status
Regulr	M	Regularity
S/L ent	M	Successive/latest entry designator
Ser tp	M	Type of serial designator
Source	M	Cataloging source

Variable fields:

001	SS	Control number
010	R	LC card number
022	R	ISSN
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of responsibility.
250	R	Edition statement.
260	M	Publisher, date of publication.
300	M	Extent of item ; dimensions.
362	M	Numeric/alphabetic/chronological/other designation.
490 0%	R	Series title ; numbering.
5xx	R	Notes (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Issuing body.
780	R	Prededing entry.
785	R	Succeeding entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Serials Format--Level 2 (Medium Level Cataloging)

Fixed fields: All

Variable fields:

001	SS	Control number
007	R	Physical description (microforms)
010	R	LC card number
022	R	ISSN
030	R	CODEN designation
040	M	Cataloging/input source
041	R	Languages of text
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author (personal, corporate, conference, uniform title).
240	R	Uniform title.
245	M	Title proper. Number of part or section of work. Name of part or section of work [GMD] : remainder of title / remainder of title page transcription and statement of responsibility.
246	R	Varying forms of title.
250	R	Edition statement / statement of responsibility.
260	M	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
310	R	Current frequency.
321	R	Former frequency.
362	R	Numeric/alphabetic/chronological/other designation.
440/490	R	Series title / statement of responsibility ; numbering.
5xx	R	Notes.
599	M	Shelflist/inventory information.
6xx	R	Subject heading.
7xx	R	Name/title/name-title added entry.
780	R	Preceding entry.
785	R	Succeeding entry.
8xx	R	Series added entry.

NOTE: All items input on Serial format must be successive entry cataloging. Latest entry cataloging is not allowed by OCLC.

SS = System-supplied.
M = Mandatory

R = Required if applicable or readily available.
O = Optional.

Serials Format--Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: Include all applicable elements listed in Level 2, plus any additional data deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description, etc.).

Sound Recordings Format

The sound recordings format is used for both musical and nonmusical sound recordings, including audiotapes in both reel-to-reel and cassette formats, records, including LP's, 45's, and compact discs.

Use the sound recordings format for recorded theses. Apply AACR2 rule 6.11 to construct the description.

For serial sound recordings use the serials format.

OCLC Sound Recordings Format, INTRO:1

Sound Recordings Format--Level 1 (Minimal Level Cataloging)

USE FOR BOTH MUSICAL AND NONMUSICAL SOUND RECORDINGS.

Fixed fields:

Bib lvl	M	Bibliographic level
Dat tp	M	Type of date
Dates	M	Date(s) of publication
Desc	M	Cataloging rules
Enc lvl	M	Encoding level (level of cataloging)
Lang	M	Language of text
Source	M	Cataloging source
Type	M	Type of record

Variable fields:

001	SS	Control number
010	R	LC card number
020	R	ISBN
040	M	Cataloging/input source
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
245	M	Title proper [GMD] / statement of responsibility.
250	R	Edition statement.
260	R	Publisher, date of publication.
300	M	Extent of item ; dimensions.
490 0#	R	Series statement ; numbering.
5xx	R	Notes. (Only if required by AACR2)
599	M	Shelflist/inventory information.
6xx	O	Subject heading.
7xx	R	Added entry for 1st author.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Sound Recordings Format--Level 2 (Medium Level Cataloging)

USE FOR BOTH MUSICAL AND NON-MUSICAL SOUND RECORDINGS.

Fixed fields: All

Variable fields:

001	SS	Control number
007	M	Physical description
010	R	LC card number
020	R	ISBN
028	R	Publisher's number
040	M	Cataloging/input source
041	R	Languages of text
047	R	Form of composition
049	M	Holding library code and input stamps
050-099	R	Call number/shelf location
1xx	R	Author (personal, corporate, conference, uniform title)
240	R	Uniform title.
245	M	Title proper [GMD] = parallel title : other title information / statement of responsibility.
250	R	Edition statement / statement of responsibility.
260	R	Place of publication : publisher, date of publication.
300	M	Extent of item : other physical details ; dimensions.
440/490	R	Series title / statement of resp. ; numbering.
5xx	R	Notes.
599	M	Shelflist/inventory information.
6xx	R	Subject heading.
7xx	R	Name/title/name-title added entry.
8xx	R	Series added entry.

SS = System-supplied.

M = Mandatory.

R = Required if applicable or readily available.

O = Optional.

Sound Recordings Format—Level 3 (Maximum Level Cataloging)

Fixed fields: All

Variable fields: Include all applicable elements listed in Level 2, plus any additional elements deemed necessary by the cataloger (subject headings, name/title/series entries, notes, physical description).

APPENDICES

599 FIELD (SHELFLIST/INVENTORY DATA)

The 599 field is validated by OCLC as a "differentiable local note" area. This field will be used by Baylor University Libraries as a shelflist/inventory field. Data in this field will print only on shelflist cards, as the last note before the tracings. In the case of special collections titles, the field will print on both the union shelflist card (filed at Moody) and the shelflist card filed at the special collection. Tags and codes will not print on the cards.

Data in the 599 field is coded so that it may be extracted later for statistical and/or online catalog purposes. The data includes a delimiter (#) together with a mnemonic alphabetic designation to denote the various elements of the information. One OCLC record may contain up to 24 599 fields. Each 599 field in a record should begin with a "greater than" symbol (>) as an aid in data extraction processes.

Use of the 599 field will be restricted, for the present, to new titles and rehits. It will not be used for volumes or copies added after the initial OCLC hit. Until such time as a local online system is implemented, added copies and volumes will continue to be typed on shelflist cards manually. When a local online system is in place, added copies/volumes should be added via the local online system.

CODES:

#c -- copy number
 #v -- volume or part number
 #d -- date item was received (for Moody, date of receipt in Acquisitions)
 #s -- source of acquisition (see list of vendor/publisher codes)
 #p -- price
 #f -- fund (dept. or account number)
 #n -- control number (usually the M.O. number)
 #x -- other information (rare, replacement, recat, copy-specific notes, accession number, etc.)

EXAMPLES:

> #d 5-6-85 #s B&T #p 12.95 #f Geol. #n L22334
 > #v v.1-9 #d 7-1-81 #s UMI #p 126.85 #f Eng. #n M99102
 > #v 1969, pt.1-3 #d 11-15-82 #s B&T #p 39.50 #f Texas #n L34567 #x RBT
 > #c c.2 #v 1982 #d 11-23-86 #s YBP #p 19.75 #f Gen. #n J09382
 > #d 5-30-82 #s Gift #n A11011
 > #x No shelflist info.
 > #d 3-21-23 #x 34981 (acc.#)

VENDOR/PUBLISHER CODES FOR USE IN 599 FIELD

<u>Vendor/Publisher</u>	<u>Code</u>	<u>Vendor/Publisher</u>	<u>Code</u>
Addison-Wesley	ADW	Matthew Bender Co.	MBG
Anderson	AND	McGraw Hill Book Co.	MGH
Anti-Defamation League	ADL	Membership (Moody)	MEM
Aspen Systems Corp.	ASP	Michie	MIC
Baker & Taylor	B&T	Notre Dame Press	NDP
Bancroft-Whitney		Oceana	OCA
Lawyers Co-op	B-W	Prentice-Hall	P-H
Basil H. Blackwell	BHB	Publisher	PUB
Blackwell North America	BNA	Scholarly Book Center	SBC
Blackwell, Oxford, Eng.	BHB	Springer Pub. Co.	SPR
Blackwell Scientific Publications	BSP	Subscription (Moody)	SUB
Bureau of National Affairs	BUN	Univ. Microfilms International	UMI
C.V. Mosby Co.	CVM	W.B. Saunders Co.	SAU
Callaghan	CAL	West Pub. Co.	WST
Christian Legal Society	CLS	Wiley Interscience	WIL
Clark Boardman	CLB	William S. Hein & Co.	WSH
Commerce Clearing House	CCH	William W. Gaunt Co.	WWG
Exchange	EXC	Williams & Wilkins	W&W
F.A. Davis	FAD	Yankee Book Peddler	YBP
Fred B. Rothman & Co.	FBR		
Gage Postal Books	GPB		
General (Moody)	GEN		
Government Docs (Moody)	DOCS		
Half-Price Books	HPB		
Harper & Row	H&R		
John R. Mara Law Books	JRM		
John Wiley & Sons	JWS		
Lea & Febiger	LEA		
Little, Brown	LBR		
Majors Scientific Books	MAJ		

OCLC HOLDING SYMBOLSBY SYMBOL

IYUA -- Alpha
 IYUB -- Beta
 IYUC -- Texas microcards
 IYUD -- Delta
 IYUE -- Gov Docs Ref microfilm
 IYUF -- Microfiche (Moody)
 IYUG -- Gov Docs Ref
 IYUH -- Texas microfiche
 IYUI -- Microfilm (Moody)
 IYUJ -- Cong Coll microfilm
 IYUK -- Cong Coll
 IYUL -- Texas microfilm
 IYUM -- Microcards (Moody)
 IYUN -- Cong Coll microfiche
 IYUP -- Tech Proc
 IYUQ -- Latest in Ref
 IYUR -- Ref
 IYUS -- Mus Lib Ref
 IYUT -- Texas
 IYUU -- Moody
 IYUV -- Gov Docs Ref microfiche
 IYUW -- Church-State
 IYUX -- Church-State microfilm
 IYUY -- Church-State microfiche
 IYUZ -- Zeta
 IYU3 -- Music Library
 IYU4 -- Browning
 IYU5 -- Gov Docs
 IYU6 -- Nursing
 IYU7 -- Serials
 IYU8 -- 19th Cent
 BLW -- Law

BY COLLECTION

Alpha-----IYUA
 Beta-----IYUB
 Browning-----IYU4
 Church-State-----IYUW
 Church-State microfiche--IYUY
 Church-State microfilm---IYUX
 Cong Coll-----IYUK
 Cong Coll microfiche-----IYUN
 Cong Coll microfilm-----IYUJ
 Delta-----IYUD
 Gov Docs-----IYU5
 Gov Docs Ref microfiche--IYUV
 Gov Docs Ref microfilm---IYUE
 Latest in Ref-----IYUQ
 Law-----BLW
 Microcards (Moody)-----IYUM
 Microfiche (Moody)-----IYUF
 Microfilm (Moody)-----IYUI
 Moody-----IYUU
 Music Library-----IYU3
 Mus Lib Ref-----IYUS
 19th Century-----IYU8
 Nursing-----IYU6
 Ref-----IYUR
 Serials Dept-----IYU7
 Tech Proc-----IYUP
 Texas-----IYUT
 Texas microcards-----IYUC
 Texas microfiche-----IYUH
 Texas microfilm-----IYUL
 Zeta-----IYUZ

LOCATION DESIGNATIONS FOR OCLC PROFILING

<u>COLLECTION</u>	<u>OCLC HOLDING SYMBOL</u>	<u>OPAC LOCATION DESIGNATION</u>
1. Music Library	IYU3	MUS
2. Armstrong Browning Library	IYU4	ABL
3. Geology Dept. Collection	IYU#	GEOL
4. Chemistry Dept. Collection	IYU:	CHEM
5. Documents Collection	IYU5	DOCS
6. Nursing LRC	IYU6	NURS
7. Art Dept. Collection	IYU9	ART
8. Classics Dept. Collection	IYU&	CLAS
9. Serials Collection	IYU7	SER
10. Strecker Museum Collection	IYU%	STRE
11. LRC (Education Dept.)	IYU*	LRC
12. Nineteenth Century Collection	IYU8	19TH
13. Law Library	BLW	LAW

rev. 1-87 sss

MOODY MEMORIAL LIBRARY CATALOG DEPARTMENT
CATALOGING AND INPUT STANDARDS OCTOBER 1985

1. Original cataloging must comply with AACR2 and LC's applications/interpretations of AACR2 as expressed in Cataloging Service Bulletin, and OCLC's standards and interpretations.
2. Use ISBD punctuation for input of current copy. See OCLC formats for system-supplied punctuation.
3. For input into OCLC, name and uniform title headings must be in AACR2 or compatible form. This includes current and retrospective cataloging. The form of the name or heading must be verified in OCLC, LC, and local authority files. If no AACR2 or compatible form is found in those files, the cataloger should construct the heading according to AACR2 rules. "Name" heading includes personal, corporate, conference, geographic names, as well as names used as subject headings.
- *4. Theses and dissertations are considered by OCLC to be unpublished works. They are input using the OCLC BOOKS format. Code fixed field "Ctry" as xx\$, unless the item was commercially produced. Use the 502 field (dissertation note) for all theses and dissertations. Following LC conventions, a microform reproduction of a thesis or dissertation which was originally produced in print form is cataloged as a print item, i.e., on the OCLC BOOKS format. Descriptive cataloging should describe the original print work, with a 533 note added for the reproduction:

533 \$B Microfilm. #b Place of publication : #c publisher, #d date.
#e Physical description.

533 \$B Photocopy. #b Place of publication : #c publisher, #d date.
#e Physical description.
- *5. Original microform publications are cataloged following AACR2 rules for microforms (Chapter 11).
6. General material designations (GMDs) are explained in AACR2 rule 1.1C. They are required if applicable. The GMDs used are:

chart	microscope slide
diorama	model
filmstrip	motion picture
flash card	realia
game	slide
kit	sound recording
machine-readable	transparency
data file	videorecording
microform	

For Moody cataloging, GMDs are required if applicable in field 245 (title). The GMD "text" is not used for print materials, according to LC conventions.

7. OCLC allows 2 options for input of LC pre-AACR2 (retrospective) copy:
- revise the entire record to conform to AACR2 and ISBD standards. All names, subjects, and uniform titles must be in AACR2 or compatible form; punctuation must be to ISBD standard. If this option is followed, input of the record into OCLC requires that the record be coded as member-input copy (fixed field "Source" should be coded "d") rather than as LC copy (Source: Ø).
 - enter the descriptive copy as it appears in the LC copy, without updating of punctuation, abbreviations, etc. However, all name, subject, and uniform title entries must be updated to AACR2 or compatible form. The Catalog Dept. uses this option in most cases.
 - See OCLC's Bibliographic Input Standards (latest edition) for detailed explanations and illustrations.
8. Classification:
- all new titles are classified using the Library of Congress classification system, except for Zeta (Dewey), microforms (local system), Baylor theses and dissertations (local system), and Omega (local system).
 - added copies/volumes may not be added to a title which is classified by Dewey (except Zeta). The title must be reclassified to LC.
 - call numbers may need to be suppressed for various reasons (e.g., printing of history cards, etc.). To suppress a call number, type a period (.) in #a of the 099 call number field.
 - call numbers for microforms are composed of a type designation (microfiche, microfilm, etc.) followed by an Arabic number assigned in sequential order from the microform shelflist.
 - Oversize designations:
 - volumes over 28 cm. in height or width (excluding Law and Nursing)
 - "Oversize" precedes the call number for Moody titles; the designation follows the local symbol for special collections:

Oversize	Texas
JK	Oversize
6729	BS
R66	6330
	J62x
 - only call numbers actually assigned to an item by LC may be input into the 050 field. Locally-assigned call numbers, even if assigned from the LC schedules, must be input into an alternate field:
 - 090 field for LC call numbers assigned by the local library
 - 086 field for SuDoc numbers
 - 092 field for Dewey numbers (Zeta only)
 - 099 field for free text call numbers (microforms, local schemes)
 - Cutter (or author) numbers are assigned from the tables published by LC for LC classification; the Cutter-Sanborn Three-Figure Author Table is used for assigning Cutters for Dewey numbers.
 - use a lowercase "x" following the second Cutter for shared call numbers (those not actually assigned by LC), except in the literature classes of the P schedules when LC has assigned the first Cutter

9. Local holdings information is found in 2 places on an OCLC record:
 - a. 049 field--a four-character code is used to assign a location designation to a bibliographic record. The code determines which library or collection within a library the record was cataloged for, as well as determining the location designation which will print above the call number on the card sets and in the eventual local online public catalog. See the OCLC Holdings Symbols List.
 - b. 599 field--validated by OCLC as a "differentiable local note" area in all formats. Field 599 does not remain in the master record in OCLC and is not displayed to other OCLC users, but does print on cards and is retained in the archive record. As of April 28, 1986, the 599 field is used by Baylor University Libraries as a shelflist/inventory information field for data such as number of volumes/copies, price, vendor, control number, etc. See "599 Field" document for coding/tagging conventions and illustrations.
10. Notes:
 - a. use the 590 field for local notes which should print on the shelflist card(s) only
 - b. use the 500 field for other notes which should print on the unit card set(s)
 - c. use the 599 field for shelflist/inventory information--will print on shelflist card(s) only
11. Subject headings:
 - a. Library of Congress Subject Headings, latest edition, plus updates, supplements, cumulations, etc., is the authority for subject headings. Any exception must be approved by the Head Catalog Librarian.
 - b. Proper names, including geographic names, used as subject headings, must be AACR2 or compatible. Follow the guidelines outlined in point 3 above.
12. Uniform titles:
 - a. Since adoption of AACR2 in 1981, uniform titles are used in cataloging and filing. They must be in AACR2 or compatible form.
13. Spine labels:
 - a. use "Supp." on spine labels for supplements
 - b. use "Append." on spine labels for appendices
 - c. use the English-language designation for vol., no., pt., etc.
14. Holdings cards:
 - a. for Moody titles, holdings cards are made for the main entry only
 - b. for Texas Collection titles, holdings cards are made for both the main entry and the shelflist

*For further explanation and illustrations, see the Introduction to OCLC's Bibliographic Input Standards, latest edition.

appear on the Shelflist Information Card in the lines labelled "cuttered from." If it is necessary to expand one or more cutters to apply a subtable, the span of numbers to be reserved is indicated there.

When the author cutter has not been derived from the main entry, but rather from an added entry, subject heading, or note about related edition, this information will also appear on the SLIC in the "cuttered from" line, thus justifying the cutter's use.

Sometimes the descriptive cataloger selects a filing title or uniform title to keep together various editions, translations, etc., of a work appearing under various titles. This title, rather than the title quoted from the book's title page, dictates its arrangement in the shelflist. It is recorded in the "uniform title" line at the top of the SLIC or may be written in the upper right corner of the older printed card.

Cuttering

Principles for formulating cutter numbers at the Library of Congress have varied over the years. The varying practices are all reflected in the shelflist and influence today's choice of number.

In her 1930 reprint edition of *Author Notation in the Library of Congress*, Anna Cantrell Laws states that "the Cutter three-figure table is used as a basis in assigning numbers for books in Fiction; the Cutter-Sanborn three-figure table for all other classes."

The 1950 Subject Cataloging Division *Manual* states that: "In view of the specificity of the Library's system of classification, numbers as long as those in the well-known Cutter tables are unnecessary, since the average incidence of entries under an

Individual class number is not likely to be great. The Library's book numbers are therefore

composed according to the following simple tables:"

1. Where initial consonants are followed by vowels (or r)
for second letter: a e i o r u
Use number: 3 4 5 6 7 8

2. Where initial vowels are followed by consonants
for second letter: b d i m,n p r s,t
use number: 2 3 4 5 6 7 8

For example the surname "Wilson" would be cuttered "W5," "W" representing the first letter of the name and the "5" standing for an "i" following a consonant.

In case two the surname "Arnold" would be cuttered "A7," the "A" as the first letter of the name and the "7" for an "r" following the initial vowel.

In 1974 the Section issued the following table for use of its staff:

1. After the initial letter S
for second letter: a ch e h i m o p t u
use number: 2 3 4 5 6 7-8 9
2. After the initial letter Qu
for third letter: a e i o r y
use number: 3 4 5 6 7 9
3. After other initial consonants
for second letter: a e i o r u y
use number: 3 4 5 6 7 8 9
4. After initial vowels
for second letter: b d l m n p r s t u y
use number: 2 3 4 5 6 7 8 9

As the collections continue to grow, the statement that the "average incidence of entries under an individual class number is not likely to be great" becomes less accurate. In anticipation of receiving works by

more than one author whose name begins with the same letter, the Shelving Section is more and more applying a third letter table in combination with the above tables, as follows:

5. When an additional number is preferred

for third letter:	a-d	e-h	i-l	m	n-q	r-t	u-w	x-z
use number:	2*	3	4	5	6	7	8	9

(* optional for third letter a or b)

Continuing our example for "Wilson," to add an additional number for the third letter we would change the cutter from "W5" to "W54" adding the 4 for the

third letter "L." For "Arnold" we would change the cutter from "A7" to "A76" adding the "6" for the third letter "n."

Specific uses of cutters

The tables provide only a general framework for the assignment of numbers. Each entry must be added to the existing entries in the shelflist and assigned an author number in such a way within each class as to preserve alphabetical order in accordance with the filing rules. Since the numbers are considered decimals, infinite interpolation is

possible.

It should be noted that the cutter for a particular name or work is constant only within a single class.

By tradition, the Library does not use "triple cuttering." In classes where there are two topical subarrangements, the alphabetical order by main entry is preserved by the appropriate choice of final digit of the second cutter.

Further expansion of the book number is required when it is necessary to show a relationship

among individual entries.

The various editions of work are usually indicated by appending the publication date to the call number. When more than one

edition is published in the same year, work letters are added to the date to distinguish editions in order of receipt.

Arrangement: individual author's works

Within a class number, the separate works of an individual author are arranged alphabetically by title by assigning successive cutter numbers to the entries

(with the exception of class PZ).

Translations, selections, and criticism of any work are also assigned book numbers in such a way as to keep the entries together in the shelflist and the books together on the shelf. The basic arrangement of the works of an individual author in a single class number is as follows:

Collected works.	By date
Translations.	By date
Selected works.	By date
Translations.	By date
Separate works.	By title

Under each:

Original editions.	By date
Translations.	By date
Selections.	By date
Translations.	By date

Adaptations. By adapter, A-Z (Used for works cataloged during ALA era. Adaptations now classed with works of adapter.)

Criticism. By author of criticism, A-Z.

Biography and criticism. By author, A-Z.

BAYLOR THESES AND DISSERTATIONS

1. The Catalog Dept. usually receives two copies of each bound thesis, dissertation, or senior paper. The original or best copy is sent to the Texas Collection; the other copy is cataloged for Moody. If only one copy is received, that copy is sent to the Texas Collection.
2. Geology Dept. theses are bound in both green and gold; the green copy is sent to the Texas Collection; the gold copy is cataloged for Moody.
3. Until 1984, the Moody Administrative Office sent a typed list of authors and titles to the Catalog Dept.; call numbers were written on the list, which was sent to the Ref. Dept. when completed. Since 7/84 the Acquisitions Dept. makes an M.O. slip for each title, so that each is represented in the Moody public catalog.
4. Since 1982, all papers are input into OCLC as "K" level records. (aa/sss 2/82)
5. Full card sets are produced for both the Texas and Moody public catalogs.
6. All papers issued by the Music Dept. are classed as Music Ref.; are shelved in the Music Library; and do not receive the Oversize designation. (tw/bs 11/17/76)
7. Any volume over 28 cm. is designated "Oversize" in all collections, except Law and Nursing.
8. The classification system used for theses and dissertations is an adaptation of LC (see following pages). The class number is assigned from the department issuing the paper; the number is assigned for the department stated on the committee signature page.
9. Hold author cutters to 2 numbers if at all possible; no "x" is required after the cutter.
10. All papers are gifts of the authors, but no gift cards are made.
11. Classification numbers are assigned for new departments as papers are received from those departments.
12. All papers are assigned a subject heading for the University with a subdivision for the type of paper:

Baylor University--Theses, Senior.	(senior theses & student papers)
Baylor University--Theses.	(masters' theses)
Baylor University--Dissertations.	

BAYLOR THESES AND DISSERTATIONS--PROCESSING

1. Theses, student papers, and dissertations for the Texas Collection and the Church-State Research Center are cataloged and processed by the Special Collections Unit of the Catalog Dept. Moody copies are processed through the Catalog Dept. as are other titles for Moody.
2. Procedures:
 - a. keep Moody and Texas copies together; process the Texas copy first
 - b. search OCLC for a bibliographic record:
 1. if found, proceed as with edited OCLC copy, except that the call numbers should be assigned from the local classification scheme for theses and dissertations; check all number in the shelflist
 2. if not found:
 - a. fill in input workform from the thesis or dissertation
 - b. assign call number from the local classification scheme
 - c. check call number in the shelflist for possible duplication
 - d. check names in the NAF and the LCNAF on OCLC
 - e. assign subject headings from LCSH
 - f. input; save; make printout of saved record; return printout and book to cataloger
 - g. cataloger either okays for the hit or notes needed corrections; returns book and printout to Sr. Lib. Asst.
 - h. record is hit; M.O. slip marked with OCLC number, call number, initials and date hit
 - i. OCLC number is noted on M.O. of Moody copy; Moody copy is placed on new book shelves at terminals for hit by Cat. Dept. personnel
3. Texas Collection copy:
 - a. make sure the Texas copy is bound in green (Texas will not accept theses bound in gold)
 - b. add a subject heading for the name of the department (given on the committee signature page of the thesis):

690 ♢♢ English ♢x Theses.
 690 ♢♢ Geology ♢x Theses, Senior.
 690 ♢♢ Education ♢x Dissertations.
 - c. on Hospital Administration theses, add a subject heading:

690 ♢♢ Hospitals ♢x Theses.
 - d. use "Oversize" designation for any volumes over 28 cm. in height or width

BAYLOR THESES AND DISSERTATIONS--CLASSIFICATION

1. Student papers and senior theses:

Class: [Class no.]
B381
[Year of issue]
[Cutter for author]

Subject headings: 690 ~~W~~ Baylor University--Theses, Senior.
690 ~~W~~ [Dept.]--Theses, Senior. [Texas Coll. only]

2. Masters' theses:

Class: [Class no.]
B38
[Year of issue]
[Cutter for author]

Subject headings: 690 ~~W~~ Baylor University--Theses.
690 ~~W~~ [Dept.]--Theses. [Texas Coll. only]

3. Dissertations:

Class: [Class no.]
B382
[year of issue]
[Cutter for author]

Subject headings: 610 20 Baylor University--Dissertations. ~~W~~ ln
690 ~~W~~ [Dept.]--Dissertations. [Texas Coll. only]

BAYLOR THESES AND DISSERTATIONS--CLASSIFICATION SCHEMEBY DEPARTMENT:

Accounting	HF5606	Immunization	QR181
American Studies	E53	Journalism	PN4722
Anatomy	QM71	Latin	PA2063
Asian Studies	DS44	Mathematics	QA7
Biochemistry	QP509	Medicine	R111
Biology	QH311	Microbiology	QR6
Business	HF506	Music**	ML64
Botany	QK81	Orthodontia	RK66
Chemistry	QD39	Orthopaedics	RD721
Church-State	BV629	Pathology	RB6
Communication Disorders	RC423	Pedodontics	RK66
Communication Studies*	PN4121	Periodontology	RK301
Computer Science	HF5548	Pharmacology	RS41
Dentistry	RK66	Philosophy	B29
Drama	PN2020	Physical Education	GV201
Economics	HB31	Physics	QC71
Education	LB7	Physiology	QP71
English	PN35	Political Science	JA71
Environmental Studies	QH541	Psychiatry	RC435
French	PC2073	Psychology	BF38
Geology	QE35	Religion	BL48
German	PD25	Slavic Studies	DK17
Greek	PA229	Sociology	HM73
History	D6	Spanish	PC4703
Hospital Administration	RA962	Surgery	RD11
		Zoology	QL81

* formerly Oral Communications

** all cat. for Music Ref.

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BAYLOR THESES AND DISSERTATIONS--CLASSIFICATION SCHEMEBY CLASS NUMBER:

<u>Class no.</u>	<u>Dept.</u>	<u>Class no.</u>	<u>Dept.</u>
B29	Philosophy	QH541	Environmental Studies
BF38	Psychology	QK81	Botany
BL48	Religion	QL81	Zoology
BV629	Church-State	QM71	Anatomy
D6	History	QP71	Physiology
DK17	Slavic Studies	QP509	Biochemistry
DS44	Asian Studies	QR6	Microbiology
E53	American Studies	QR181	Immunization
GV201	Physical Education	R111	Medicine
HB31	Economics	RA962	Hospital Administration
HF506	Business	RB6	Pathology
HF5548	Computer Science	RC423	Communication Disorders
HF5606	Accounting	RC435	Psychiatry
HM73	Sociology	RD11	Surgery
JA71	Political Science	RD721	Orthopedics
LB7	Education	RK66	Dentistry (Orthodontia, Pedodontics)
ML64	Music	RK301	Periodontology
PA229	Greek	RS41	Pharmacology
PA2063	Latin		
PC2073	French		
PC4703	Spanish		
PD25	German		
PN35	English		
PN2020	Drama		
PN4121	Communication Studies		
PN4722	Journalism		
QA7	Mathematics		
QC71	Physics		
QD39	Chemistry		
QE35	Geology		
QH311	Biology		

BAYLOR THESES AND DISSERTATIONS--DEGREE DESIGNATIONS

Bachelor of Arts = B.A.

Bachelor of Science = B.S.

Master of Arts = M.A.

Master of Business Administration = M.B.A.

Master of Fine Arts = M.F.A.

Master of Hospital Administration = M.H.A.

Master of Music = M.M.

Master of Science = M.S.

Doctor of Education = Ed.D.

Doctor of Philosophy = Ph.D.

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A STRATIGRAPHIC SECTION OF TRAVIS PEAK ROCKS FROM
NORTHERN OUTCROP ACROSS THE EAST TEXAS BASIN,
AND ITS RELATIONSHIP TO OIL PRODUCTION

A THESIS SUBMITTED TO THE FACULTY OF
BAYLOR UNIVERSITY
IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF BACHELOR OF SCIENCE

JOHN MARK BROWN
WACO, TEXAS
MAY, 1985

[Class number for Geology Dept. is
QE35]



APPROVED BY THE DEPARTMENT OF GEOLOGY BAYLOR UNIVERSITY

DEPARTMENT CHAIRMAN:

Donald W. Blaser

APPROVED BY THESIS COMMITTEE:

THESIS ADVISOR:

Donald W. Blaser

SECOND READER:

Donald W. Blaser

DATE:

May 9, 1985



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A18

Classification System of the Old Catalogue

First Line - Format:

- M-P - Music for Performance (i.e. scores w/ parts, vocal scores, piano scores, etc.)
- M-S - Scores - full and miniature study scores.
- M-R - Recording - Sound recordings on vinyl disc
- M-Px - Rare Music - Stored in treasure room.
- MBT - Archival tape made in Baylor's Crouch Music ~~Library~~ Library Recording Studio.

Second Line - Cutter Number

Third Line - Genre Classification

- A - Complete Works
- B - Piano
- C - Organ
- D - String
- E - Other Instrumental
- F - Chamber Music
- G - Orchestral Music
- H - Band Music
- I - Dramatic Music (opera, oratorio, cantata, etc.)
- J - Vocal Music
- K - Jazz
- L - Percussion
- P - Popular

Fourth Line - Accession number, ~~or~~opus number or other unique number.

Classification for New Catalogue

First Line - Format Designation

M - Score/Parts - Any form of printed music

ML - Music Literature

MT - Music Theory & Pedagogy

Sound storage formats.

Rec. - Vinyl Disc

Cass - Cassette

CD - Compact Disc

VC - Video Cassette

Second Line - Company Acronym

Third Line - Accession Number

RUSSIAN transliteration TABLE

Russian

А	а	А	a
Б	б	В	b
В	в	У	v
Г	г	Г	g
—			
Д	д	Д	d
—			
Е	е	Е	e
—			
Ё	ё	Ё	ë
Ж	ж	Zh	zh
З	з	З	z
—			
И	и	И	i
И	и'	И	i
—			
Й	й	И	i
—			
К	к	К	k
—			
Л	л	Л	l
—			
М	м	М	m
Н	н	Н	n
—			
О	о	О	o
П	п	Р	p
Р	р	Р	r
С	с	С	s
Т	т	Т	t
—			
У	у	У	u
—			
Ф	ф	Ф	f
Х	х	Kh	kh
Ц	ц	TS	ts
Ч	ч	Ch	ch
—			
Ш	ш	Sh	sh
Щ	щ	Shch	shch
Ъ	ъ'	"	
Ы	ы'	Y	y
Ь	ь'	Ё	ë
Э	э	Е	e
Ю	ю	Ю	ü
Я	я	Я	ä
Ө	ө	Ф	f
Ү	ү	Y	y

1. Do not confuse with similar part of the letter м (y).
2. Final disregarded.
3. Do not confuse with similar part of the letter м (y).

DEFINITIONS

MONOGRAPH--A nonserial bibliographic item, i.e., an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts.

MONOGRAPHIC SERIES--A group of monographs, usually related to one another in subject, issued in succession, normally by the same publisher and in uniform style with a collective title applying to the group as a whole. Monographic series may be numbered or unnumbered.

PERIODICAL--A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings. Newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings, are not included in this term.

SERIAL--A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series.

SERIES--A group of separate bibliographic items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

ALA Glossary of Library and Information Science, 1983.